

## **AIRPORT SPECIALIST**

### **DISTINGUISHING FEATURES**

The fundamental reason the Airport Specialist classification exists is to coordinate all aspects of airport/airpark tenant interaction and assist with the airport noise programs in the Transportation Department. This classification is non-supervisory. Work is performed under general direction of the Airport Administrative Coordinator. The Airport Specialist classification is an entry-level administrative professional classification.

### **ESSENTIAL FUNCTIONS**

Track authorized airport/airpark use through an airport database. Issue permits and airpark gate openers to approved tenants. Inspect and monitor airport/airpark fuel farm program to ensure compliance with airport/airpark rules and regulations.

Liaison with airport/airpark tenants on airport/airpark issues. Monitor for compliance with city ordinances and permits and issue NOTAMs as necessary.

Monitor administrative and landside operational responsibilities, including permit processing, tenant billing, rule enforcement, fee collection, and record keeping.

Planning for capital needs, maintenance and repair of city airpark taxiways and other facilities.

Monitor ongoing airpark development for compliance with ordinance and zoning stipulations.

Compile comprehensive reports on airport/airpark activities as needed.

Assist in all aspects of airport noise abatement program. Answer, investigate, and respond to noise abatement issues. Coordinate with FAA Tower, FAA FSDO, Phoenix aviation and planning, and airport staffs as necessary. Speak to community groups on noise abatement issues as part of the airport community education program. Prepare monthly noise report.

Respond to and coordinate airport emergencies, incidents, and accidents as needed.

Attend airport advisory commission, city council and other city meetings as necessary.

Other special duties and projects as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

MS Word, Excel, and Access

FAR Part 77 and Part 150, and FAA and State grant assurances.

Ability to:

Establish and maintain effective working relationships and communicate and deal effectively with co-workers, supervisors, other professionals, and the general public in a variety of situations resulting in superior customer service for both internal and external customers

Collect and analyze data in order to make verbal and written recommendations

Develop and implement policies and procedures

Operate a variety of a standard office equipment including a computer, telephone, calculator, etc. requiring continuous and repetitive arm/hand/eye movement

Produce written documents with clearly organized thoughts, proper sentence structure and grammar

Possess a valid Arizona Drivers license with no major driving citations in the last 39 months.

**Education & Experience**

Any combination of education and experience equivalent to a Bachelor degree in Aviation Management, Business Administration, Public Administration or a related field and one year experience in administration, operations, or noise abatement at a public use airport.

FLSA Status: Exempt

HR Ordinance Status: Unclassified